

Effective July 12, 2006 P-Card Application users will begin using P-Card.NET

The basic functionality of the application has not changed.

Users will see:

- Easier login features
- No second username and login
- No more Active X errors
- No more routing via Ida.net



"With P-Card my agency purchases are fast, easy and my vendors love me."

Petunia

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What else is new in SCO application development?

Payment Services

Start the Fiscal Year processing your invoices in the new SCO application, PAYMENT SERVICES. Finally a statewide accounts payable solution that leverages the robust computing power of STARS with state-of-the-art web technology.

Save your agency time and money with this quick to learn application. As with other SCO applications, setup is Agency specific. Monthly classes are available for new users. Agencies can also schedule time for agency specific sessions as you convert to the new process.

P-Card Training

***"The next stage
... Queen, no
longer
Princess!"*** Petunia



Quarterly updates are offered to assist in reconciling STARS to P-Card. Year-end payment processing and posted pending will be covered in June as FYE approaches.

Aug 15, 2006	8:30 a.m. – 11:30 a.m.
Nov 21, 2006	8:30 a.m. – 11:30 a.m.
Feb 27, 2007	8:30 a.m. – 11:30 a.m.
May 15, 2007	8:30 a.m. – 11:30 a.m.
June 12, 2007	1:30 p.m. – 4:30 p.m.

Office of the Idaho State Controller Division of Statewide Accounting

Proudly Announces

P-Card.NET

***Changes worth waiting
for***

<http://www.sco.idaho.gov/>



"A new look on the outside, but same old Petunia on the inside. P-Card.NET and I have a lot in common that way!"

Petunia

Easier Login

1 - Begin at the SCO website

Users will access via the SCO homepage just as they do now for P-Card Accounting, I-TIME, or Pay Stubs.

Office of the
Idaho State Controller
Secure Authentication

User Name: Petunia DeBuldog
Agency Code: 140 - State Controller's Office
Password: ** Passwords are case sensitive

Login
Forgot Password?

2 - Application Selection

Select “Statewide Accounting System” and this will route you to:

Statewide Accounting System

If you experience problems accessing the application please contact your Statewide Accounting System Administrator

Welcome
PATTI EVERILL

• P-Card • Cash Receipts • Fleet Mgmt
• Payment Services • Purchasing • Fixed Assets

Applications Logout

3 - Select P-Card

User has already been authenticated and will now go directly to the P-Card Accounting menu. No second username is necessary.

P-Card Accounting

Agency: 140 State Controller

Reports App Menu Statewide Acct Logoff Help

Name: Patti Everill Email:

Admin
Verifier All
Approver All

Last MasterCard Update: 5/10/2006

Please send any comments to DSMhelp@wccco.state.id.us

Verifier or Verifier All

What has changed for the cardholder?

The cardholder will see transactions populated from Wells Fargo just as before. Changes have been made to make navigation through the grid and split transactions easier.

P-Card Accounting

Agency: 230 Department of Correction

Reports App Menu Statewide Acct Logoff Help Back

Card Holder: Credit Cards:
Ashby Britt Ashby Britt : 110793

Split	Ve	Pe	Date	Amount	Vendor	Vendor ID	Sfx	PCA*	INDEX	BFY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5/4/2006	127.50	ARMY SURPLUS WAREHOUSE IDAHO FALLS ID	820387322		03701		2006

Save Changes Submit Transmittal

There is no longer a simple or detail grid selection. User navigates with the tab key or the scroll bar on bottom of grid. Index is now next to PCA. Each transaction line has a “Split” icon to activate the split transaction grid. Navigation tabs have also been modified. User can use the “Back” tab to get to the P-Card Accounting menu. App Menu will take the user back to the SCO Application Menu, Statewide Acct will go back to the Statewide Accounting System Menu selection page. Logoff will close your connection to the SCO Applications.

Approver or Approver All

What has changed for the approver?

The approver will see the same navigational changes made available to the verifier.

P-Card Accounting

Agency: 230 Department of Correction

Reports App Menu Statewide Acct Logoff Help Back

Transmittals: Full Name:
7677: Kempf Kevin Kevin Kempf

Split	Ap1	Ap2	Ap3	Pe	Date	Amount	Vendor	Vendor ID	Sfx	PCA*	INDEX
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/27/2005	24.94	M & M PIZZA & PUB OROFINO ID			24007	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8/2/2005	20.32	THE OLIVE GARD00012518 BOISE ID			21201	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8/3/2005	10.48	COBBY'S BROADWAY BOISE ID			21201	

Save Changes Print Transmittal